



To enhance mission performance, TSA is committed to promoting a culture founded on its values of Integrity, Innovation and Team Spirit.

Note: Pursuant to Section 101 of the Aviation and Transportation Security Act (49 U.S.C. 114(n)), this directive and all related Handbooks, Attachments, and Appendices establish Transportation Security Administration (TSA) policy and must be applied accordingly.

REVISION: This revised directive supersedes TSA MD 1100.30-23, *Onboarding Process*, dated September 15, 2015.

SUMMARY OF CHANGES: Section 4, Definitions, revised; Section 5, Responsibilities, added reporting requirements of financial disclosure forms; Section 7, Procedures, revised; and various administrative and format changes throughout the directive.

1. **PURPOSE:** This directive provides TSA policy and procedures for integrating new employees into the agency.
2. **SCOPE:** This directive applies to TSA Headquarters employees, with the exception of members of the Transportation Security Executive Service. Refer to [TSA MD 1100.30-24, *Transportation Security Executive Service Program*](#), for additional information.
3. **AUTHORITIES:** The Aviation and Transportation Security Act, Pub L. 107-71 (ATSA)
4. **DEFINITIONS:**
 - A. **Business Management Office (BMO):** An office established within each of the TSA major organizational elements (e.g., Office of Human Capital) to centralize and facilitate administrative functions for that organization, and to plan and direct the development, implementation, and administration of business management core functions. Refer to [TSA MD 100.3, *Business Management Office Roles and Responsibilities*](#), for additional information.
 - B. **Entry on Duty (EOD) Date:** For the purposes of this directive, the date on which an individual completes and submits the necessary paperwork and is sworn in as a new employee.
 - C. **New Employee:** An individual selected and appointed to fill a vacant position within the agency. This includes individuals transferring from other Department of Homeland Security components, Federal agencies, and employees new to the Federal service.
 - D. **Onboarding:** The process of integrating new employees into the agency that includes the new employee orientation program. TSA employees who transfer to Headquarters may also participate with the onboarding process.
 - E. **Sponsor:** For the purposes of this directive, a TSA employee who may be designated by the supervisor to assist the new employee in assimilating to his/her new position.

5. RESPONSIBILITIES:

A. The Office of Human Capital is responsible for:

- (1) Maintaining the onboarding process and updating it as necessary;
- (2) Developing, scheduling, and conducting the new employee orientation program;
- (3) Ensuring that new employee paperwork has been received and processed, to include, as appropriate, the accurate transfer of employees' leave and benefits information from previous Federal agencies;
- (4) Informing an employee, if applicable, of the requirement to complete and file the Office of Government Ethics (OGE) Form 450, *Confidential Financial Disclosure Report*, or OGE Form 278, *Public Financial Disclosure Report*; and
- (5) Notifying the Office of Chief Counsel within 15 calendar days of the appointment of an employee who is required to file OGE Form 450 or OGE Form 278.

B. BMOs are responsible for:

- (1) Ensuring that new employees have the necessary workspace and equipment to perform their duties; and
- (2) Providing information to new employees about the BMO function, key points of contact, timekeeping, travel, and other office-specific information.

C. Supervisors are responsible for:

- (1) Collaborating with the BMO to ensure that arrangements have been made for all appropriate equipment, supplies, information, and required access;
- (2) Discussing with the new employee the duties and responsibilities of his/her position, to include scheduling the new employee's work hours and schedule, and providing a Standardized Job Description for the position to the new employee;
- (3) Informing the new employee about office requirements and procedures including, but not limited to, those related to leave and time and attendance;
- (4) Providing a written performance plan to the new employee and discussing the specific performance expectations in the performance plan with the new employee within 30 calendar days of his/her EOD date. See [TSA MD 1100.43-3, *Employee Performance Management Program*](#), and the accompanying [handbook](#), for more information; and
- (5) Ensuring that the new employee is scheduled for and completes mandatory training, as appropriate.

D. New employees are responsible for:

- (1) Completing all new employee requirements that includes attending the new employee orientation session;
- (2) Completing and submitting all required forms, such as the *Declaration for Federal Employment* (OF-306) and *Employment Eligibility Verification* (Form I-9) and, if applicable, OGE Form 450 or OGE Form 278, as well as providing unexpired, acceptable documents for citizenship and employment eligibility verification;
- (3) Actively participating in developmental activities and completing other mandatory training, as appropriate;
- (4) Adhering to office requirements and procedures including, but not limited to, those related to leave and time and attendance; and
- (5) Participating in the performance planning process, including signing their performance plan. See TSA MD 1100.43-3 and the accompanying handbook, for more information.

6. POLICY: It is the policy of TSA to standardize core administrative processes across the agency and to maintain an efficient onboarding process that aids new employees in understanding the mission and culture of TSA and their role in the organization.

7. PROCEDURES:

- A. The new employee's supervisor may identify a sponsor within his/her office to assist the employee. The sponsor, if assigned, will meet the new employee at the conclusion of the new employee orientation session to provide assistance.
- B. The supervisor, or a member of his/her staff, will collaborate with the BMO or other appropriate sources to ensure that the new employee's work area is prepared prior to the EOD date. The supervisor will also provide the BMO with a list of all of the hardware, systems, supplies, and access the new employee will require in the performance of his or her duties.
- C. The supervisor and/or sponsor will ensure the new employee has access to all relevant guidance, procedures, and/or policies needed to perform the duties of his/her assigned position.
- D. In accordance with TSA MD 1100.43-3, the supervisor will hold a performance planning meeting to discuss performance goals and standards and issue a written performance plan within 30 calendar days from the employee's EOD date.
- E. The BMO will provide the new employee with information pertaining to its operations.

8. **APPROVAL AND EFFECTIVE DATE:** This policy is approved and effective the date of signature unless otherwise specified.

APPROVAL

Signed

August 14, 2017

Karen Shelton Waters
Assistant Administrator for
Human Capital

Date

EFFECTIVE

Date

Distribution: Administrator, Deputy Administrator, Assistant Administrator, Regional Directors, Federal Security Directors, Supervisory Air Marshals in Charge, Business Management Division Directors, Administrative Officers, and Human Resources Specialists.

Point-of-Contact: OHCAccess Helpdesk: HelpDesk@mailserver-hraccess.tsa.dhs.gov